



Role Profile

Insurance and Risk Management Trainee			
Reference No.	I502.01	Type	Individual
Service	Audit & Risk Management		
Job Family	Apprentice/Trainee	Grade	FC4-6

Purpose
<ul style="list-style-type: none"> To work with the Risk Management Team to become skilled and competent as a member of the team and support them to provide a comprehensive insurance service and a robust, efficient and professional Risk Management function, including assisting with the maintenance of an extensive insurance programme and the Council's Insurance Fund Assisting with a claims handling service to internal and external customers and providing advice and guidance on all insurance matters. Assisting with the development and implementation of the Council's Risk Management policy, strategy and supporting framework. Assisting with co-ordinating Risk Management activities to manage and reduce the Council's exposure to risk and providing advice and guidance on all risk management matters. <p>The traineeship is a work-based training programme that leads to industry approved Chartered Institute of Insurance and Institute of Risk Management qualifications.</p> <p>During their work and training, both in-house and in their course study, the trainee shall be expected to develop the skills, personal attributes, knowledge and understanding necessary to carry out the roles of an Insurance Officer and Risk Management Co-Ordinator</p>

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Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
<p>Gain a full understanding and assist the team with developing and implementing corporate insurance policies and procedures.</p> <p>Gain a full understanding and assist the team with developing, implementing, co-ordinating and promoting the Council's corporate risk management policy and strategy.</p>	<p>Minimum of 2 Highers, Advanced Highers or equivalent qualifications, one must be English.</p> <p>HNC in a relevant subject.</p> <p>Ability to work as part of a team.</p>	<p>✓</p> <p>✓</p>	<p>✓</p>
<p>Assist with the ongoing development and implementation of the Council's Risk Management Strategy, including roll out of the corporate risk register system to all services.</p> <p>Arrange group meetings, ensuring all relevant information and papers are prepared and circulated in advance of meetings.</p> <p>Attend meetings and prepare Action Notes.</p>	<p>Organisational skills</p> <p>Time management skills</p> <p>Attention to detail for completeness and accuracy</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
<p>Assist with managing and maintaining data and information in line with service procedures, information sharing protocols and corporate policies.</p>	<p>Understand and apply the principles of relevant information management legislation.</p>		<p>✓</p>
<p>General administrative tasks, including processing and updating the claims and insurance policy database, property and contents registers and the councils risk management system e.g. Ideagen.</p> <p>Responding to/sending e-mails, arranging appointments using outlook/teams.</p>	<p>Digital skills, including knowledge of MS 365 , including MS Teams, Outlook, Word and Excel or similar package, including collaboration/video conferencing, email, word processing and spreadsheets</p> <p>Ability to prioritise workloads and meet deadlines</p>	<p>✓</p> <p>✓</p> <p>✓</p>	

E = Essential Criteria D = Desirable Criteria

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	Ability to deal with or signpost enquiries efficiently and appropriately.		
Assist with the operation of the Authority's Insurance Fund. including payment of premiums, claims, ledger reconciliations, recharges to Services and preparation of year end accounts.	Good numerical skills Experience of working in a financial environment or doing financial work.	✓ ✓	✓ ✓
Assist in developing and preparing, training material, PowerPoint presentations and procedures/guidance documents. Assist with delivering presentations and training for Council Directorates/Services.	Experience of developing training material and presentations and writing procedures/guidance Experience of using MS PowerPoint/ MS Forms Experience of delivering presentations		✓ ✓ ✓
To assist with and administer ad hoc risk management initiatives and projects.	Experience of working in an office environment.		✓
To obtain and collate annual insurance returns from Council Services. To assist with the preparation of insurance tender and annual policy renewal documentation.	Ability to work on own initiative.	✓	
To prepare statistical reports on insurance claims data for Services.	Experience of analysing, interpreting and summarising data in reports.		✓

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To prepare risk reports for Services from the Council's risk management system as and when required.			
Build strong relationships with colleagues at all levels in the organisation and the Authority's insurers, loss adjusters, claim handlers, insurance brokers and other advisors	Ability to relate to and communicate with people internally and externally at a variety of levels. E.g colleagues at all levels, suppliers/contractors and members of the public	✓	
Attend ALARM conferences and other training or development events. . Attend training and webinars specific to insurance and risk management. Develop personal and professional skills in conjunction with Trainee Scheme of Progression.	Commitment to the completion of required qualifications and all mandatory training, including Level 5 – International Certificate in Enterprise Risk Management and Level 3 - Chartered Insurance Institute (CII) Certificate in Insurance. Knowledge of Council policies and procedures)	✓	✓
Assisting the Risk Management Co-ordinator(s) and Insurance Officer to deliver projects and initiatives.	An interest and enthusiasm in working within an insurance and risk management environment.Experience in an insurance or risk management environment. Experience of working in a local authority or other public sector environment.	✓	✓ ✓

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	Ability to provide a regular and effective service	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required	
<p>Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.</p>	
Additional Information – the following information is available:	Expected Behaviours
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>